

## **INSTRUCTIONS FOR COMPLETING FINGERPRINT CARDS**

Revised March 2007

Complete **ONE** card for each employee/volunteer/service provider ("applicant"). Each instruction relates to the item identified by the corresponding number on the attached copy of a fingerprint card. **Facility name and address, reason fingerprinted, and facility identification number should be either typewritten or imprinted by computer. Other information, except signature, should either be completed in block-style printing or typewritten.**

1. The applicant signs.
2. The applicant's address is entered.
3. The individual taking the prints enters the date they are taken.
4. The individual taking the prints signs.
5. The name and address of the facility are entered.
6. The reason fingerprinted is entered. In accordance with FBI instructions, the reason will always be: "Juvenile Facility Volunteer, VA Code § 63.2-1726" or "Juvenile Facility Applicant, VA Code § 63.2-1726" (Contractual service providers and employees are considered applicants).
7. The applicant's name is entered. The **FULL** name, not initials, must be entered. Enter "(NMN)" if the applicant does not have a middle name. If applicant does not have a first or middle name and uses only an initial(s), enter "(IO)" in appropriate place. If the applicant's legal name is an initial only, a copy of the birth certificate will need to be provided with the card.
8. The applicant's known aliases, if any, are entered. The term "aliases" is generic and includes all names currently or formerly used by the applicant. Aliases include, but are not limited to: spiritual name(s), pen name(s), maiden name, and former married name(s).
9. The applicant's citizenship (e.g. U.S.) is entered.
10. The unique facility identification number assigned the facility is entered. The facility identification number is generated when information about the facility is entered in the Interdepartmental Regulatory Program's Information System and provides Office of Interdepartmental Regulation the information needed to return investigation results to the facility.
11. The applicant's FBI number, if any and if known, is entered.
12. The applicant's military enlistment number, if any and if known, is entered.
13. The applicant's social security number is entered.
14. The applicant's date of birth is entered. If the date of birth is unknown, enter the applicant's approximate age (e.g. "age 20").
15. The applicant's sex is entered.

16. The applicant's race is entered. The FBI has furnished the following race categories which **must** be utilized:

<u>Race</u>	<u>Code</u>
American Indian or Alaskan Native	I
Asian or Pacific Islander	A
Black	B
White	W

If race is Hispanic, other, or any category not listed, then it should be entered with the race code most closely representing the individual.

17. The applicant's height is entered.
18. The applicant's weight is entered.
19. The applicant's eye color is entered: Black—BLK  
Blue---BLU  
Brown—BRO  
Green---GRN  
Gray---GRY  
Hazel---HAZ  
Multi-colored—MUL  
Pink---PNK
20. The applicant's hair color is entered: Bald---BAL  
Blond---BLN  
Brown---BRO  
Gray---GRY  
Black—BLK  
White---WHI  
Red---RED  
Purple—PLE
21. The applicant's place of birth (city and state or city and country if non-U.S.) is entered.
22. The applicant's prints are affixed. Any qualified individual may take the prints. Options include: (a) having prints taken by a local law enforcement agency [§ 19.2-392 of the *Code of Virginia* sets a fee limit of \$10 for police authorities to provide this service], and (b) the facility contracting with or employing a qualified individual to take prints. The individual taking prints must verify the identity of the applicant. An official identification card bearing the applicant's picture can verify the applicant's identity. A valid driver's license is preferred.

If an amputation or deformity makes it impossible to print a finger, it is recommended by the FBI that one of the following handwritten notations be made in the individual finger block:

- Amp (Use this abbreviation if amputated)
- Tip-Amp (Use this abbreviation if tip is amputated)
- Missing at Birth
- Cut-Off
- Shot-Off
- Deformed
- Missing

If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained with a memo stapled to the card explaining the circumstances.

All prints must be taken in proper order, legible, fully rolled, and classifiable. All data called for is essential. Smudged or other unacceptable prints cannot be processed and will be returned to the facility. Thus, facilities are encouraged to take the steps necessary to assure the individual taking prints is qualified to do so.

NOTE: Staples, labels or markings of any kind should not appear in the "LEAVE BLANK" areas of fingerprint cards. Failure to follow this procedure will result in processing delays according to the FBI.